

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA SUBJECT FILE COPY

Parking Spaces

Rosslyn

FROM:

D/L

2C-02

EXTENSION

NO.

DATE

26 Aug 88

DDA/REG
LOGGED

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADDA

30 SEP 1988

✓

Per OGC, your approval is required before we can proceed with this request.

2.

3.

4.

5.

APPROVED:

added to
memo.

Deputy Director for Administration

6.

EO/OL

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15.

45-13

1095-3-AR

CONFIDENTIAL



OTE 88-1810
2 August 1988

MEMORANDUM FOR: Director of Logistics

FROM:

Director of Training and Education

SUBJECT:

Parking Spaces - Hyatt/Rosslyn

1. The Office of Training and Education (OTE) is moving personnel from the Secretarial Training and Washington Operations Training Divisions at [redacted] to [redacted] in January 1989. On-site parking at the Complex is not adequate for the staff and approximately [redacted] students and contractors who will be on site on a daily basis.

2. We understand that [redacted] leased parking spaces are now available at the [redacted] in Rosslyn because of [redacted] move to the New Hqs Building. It is requested that the Office of Logistics continue the lease of these [redacted] parking spaces for OTE's use. OTE will ensure that the spaces are used by Agency components currently located in Rosslyn until our move in January.

3. OTE representatives will be contacting the Office of Logistics in the near future to discuss other options to meet the parking requirements created by the move of secretarial and operations training [redacted]

APPROVED:

for Deputy Director for Administration

9/29/88
Date

CONFIDENTIAL